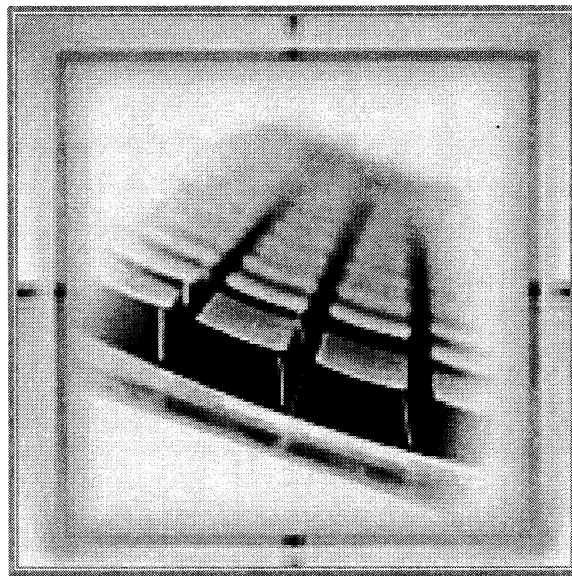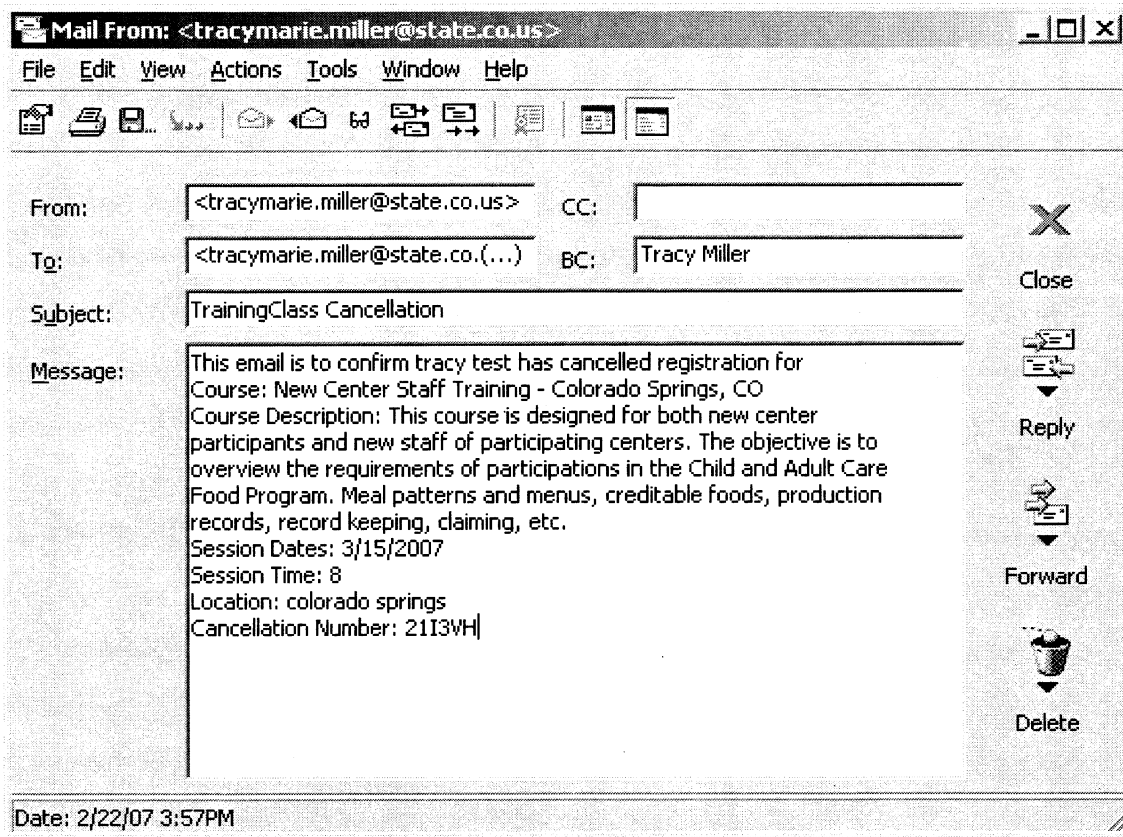Colorado Department
of Public Health
and Environment

Child and Adult Care Food Program

Appendix E: Online Registration for CACFP Training

Upon canceling registration, confirmation e-mail will be sent to the e-mail address of the attendee, pictured below.

Mail From: <tracymarie.miller@state.co.us>

File Edit View Actions Tools Window Help

From:	<tracymarie.miller@state.co.us>	CC:	
To:	<tracymarie.miller@state.co.(...)>	BC:	Tracy Miller
Subject:	TrainingClass Cancellation		

Message:

This email is to confirm tracy test has cancelled registration for
Course: New Center Staff Training - Colorado Springs, CO
Course Description: This course is designed for both new center
participants and new staff of participating centers. The objective is to
overview the requirements of participations in the Child and Adult Care
Food Program. Meal patterns and menus, creditable foods, production
records, record keeping, claiming, etc.
Session Dates: 3/15/2007
Session Time: 8
Location: colorado springs
Cancellation Number: 21I3VH

Close
Reply
Forward
Delete

Date: 2/22/07 3:57PM

SECTION THREE: Cancel Registration

In the event that an attendee must cancel attendance at the training, cancellation can also be done in the CACFP Web-based System. A phone call to the CDPHE-CACFP office is not necessary.

STEP 1

Follow the instructions in Section Two to reach the "Review your Registration for Training" screen.

STEP 2

At the bottom of the screen, the "Cancel This Registration" button appears, pictured below. Click this button to cancel the registration.

You may send confirmation of cancellation to up to four e-mail addresses. Enter these addresses in the boxes above the "Cancel This Registration" button before clicking the button to cancel registration.

Review your Registration for Training

Confirmation Number 21I3VB
Last Name   Test

Registered Training Course Information

Course Name New Center Staff Training - Colorado Springs, CO
Course Description   This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.

Registered Training Session Information

Session Dates 3/15/2007
Time   8
Location   colorado springs

Let them know you are cancelling your registration

Send a copy of your training cancellation to as many as four e-mail addresses.

[ ]   [ ]

[ ]   [ ]

Cancel This Registration

Click here to cancel the registration for an attendee.

STEP 4

Once you select "Current Classes" from the menu, a screen will appear, which requests the confirmation number, also known as the registration number, Type the confirmation number and the last name of the attendee in the appropriate fields.

STEP 5

Once you click the "Search" button, the "Review Your Registration for Training" screen will appear, pictured below. This screen displays the course and class information and an option to cancel the registration for the training. Refer to Section Three for instructions to cancel training registration.

Review your Registration for Training

Confirmation Number 2113VB
Last Name   Test

Registered Training Course Information

Course Name New Center Staff Training - Colorado Springs, CO
Course Description   This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.

Registered Training Session Information

Session Dates 3/15/2007
Time   8
Location   colorado springs

Let them know you are cancelling your registration

Send a copy of your training cancellation to as many as four e-mail addresses.

[Cancel This Registration]

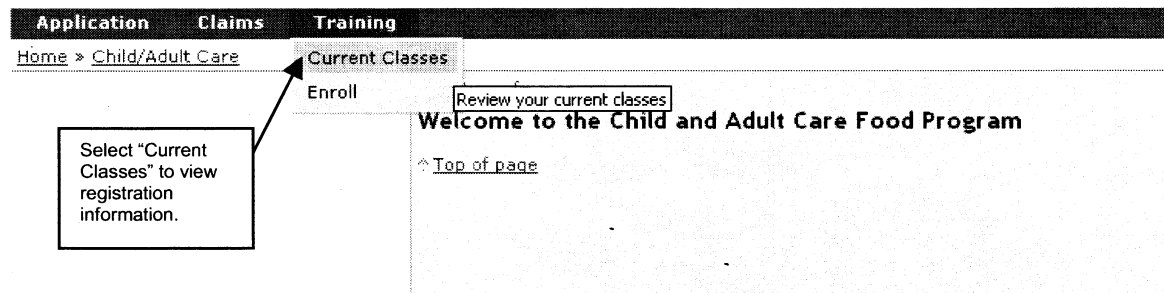## SECTION TWO: Review Your Registration Information

After registering for training you may need to review or cancel your registration. You will need your Registration Number, which can be obtained from the registration confirmation e-mail to access the registration information online.

STEP 1
From the System Home Page, click the 'Child/Adult Care' tab in the middle blue menu bar. Additional menu items will appear in the lower blue menu bar.

STEP 2
Place your cursor over the "Training" tab in the lower blue menu bar. A list of selections will appear, as pictured below. Click on "Current Classes" to review registration information for yourself or another member of your organization.

Application	Claims	Training

Home » Child/Adult Care

Current Classes

Enroll

Review your current classes

Welcome to the Child and Adult Care Food Program

Top of page

Select "Current Classes" to view registration information.

STEP 3
Once you select "Current Classes" from the menu, a screen will appear, which requests the confirmation number, also known as the registration number. Enter the confirmation number and the last name of the attendee in the appropriate fields, and then click the "Search" button.

Review your Registration for Training

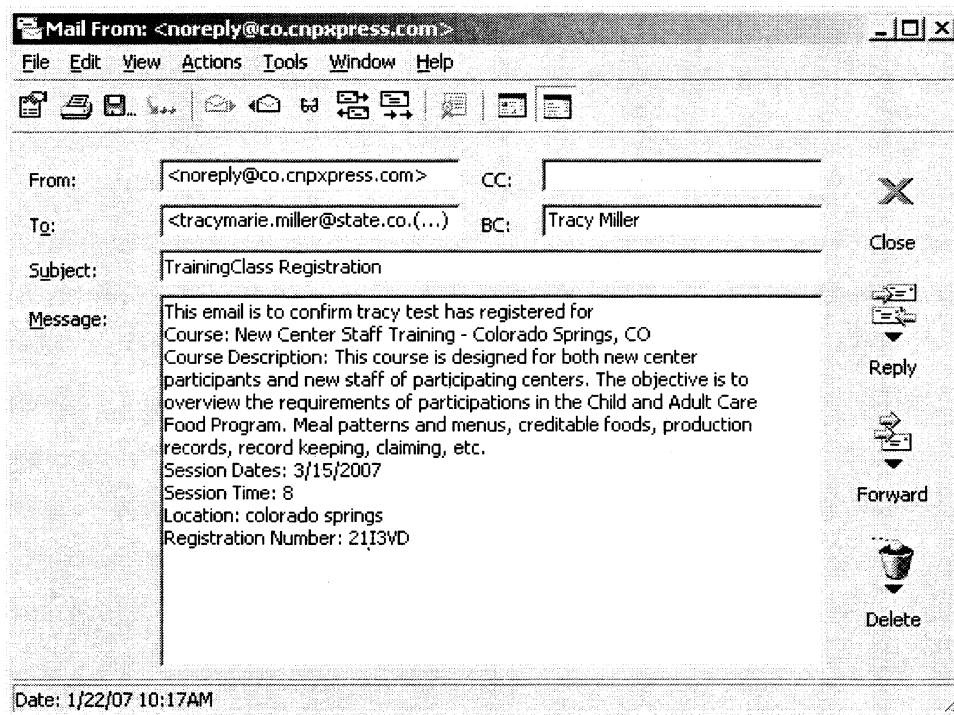Please enter the confirmation number received at the time of registration and your last name.

Confirmation Number 2113VB

Last Name Test

Search

Top of page

Click the "Search" button to retrieve the registration information.

Enter the registration number and last name of the attendee here.

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File   Edit   View   Actions   Tools   Window   Help

| From: | <noreply@co.cnpxpress.com> | CC: | | ✕ |
| To: | <tracymarie.miller@state.co.(...) | BC: | Tracy Miller | Close |

Subject: TrainingClass Registration

Message:
This email is to confirm tracy test has registered for
Course: New Center Staff Training - Colorado Springs, CO
Course Description: This course is designed for both new center
participants and new staff of participating centers. The objective is to
overview the requirements of participations in the Child and Adult Care
Food Program. Meal patterns and menus, creditable foods, production
records, record keeping, claiming, etc.
Session Dates: 3/15/2007
Session Time: 8
Location: colorado springs
Registration Number: 21I3VD

Reply

Forward

Delete

Date: 1/22/07 10:17AM

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Registration Results and Confirmation Number

Your Confirmation Number Is

21I3VF

IMPORTANT: Please print this Confirmation Page and keep it secure. This Confirmation Number is you record indicating you have been confirmed for training

Registration Date

2/22/2007

Registrant Information

Name   tracy tests

Address
Phone   () -
Fax   () -
Email   tracymarie.miller@state.co.us

Session Information

Session Dates 3/15/2007
Time   8
Location   colorado springs

[Add Attendee]   ← Click the "Add Attendee" button to register another person.

↑ Top of page

Confirmation e-mail will also be sent to the e-mail address indicated on the "Training Registration Details" screen from the address, noreply@co.cnpxpress.com. If the confirmation must be sent to additional e-mail addresses, enter these addresses in the "Additional E-mails" section of the "Training Registration Details" screen.

The confirmation e-mail, which is pictured below, provides a description of the course, date and time of the class, and the registration number.

Fields marked with a red dot are required.

Salutation	Mrs ▾ **First** ◦ Tracy	**Last** ◦ Test	**Job Position**	Director

Address 1 | 1234 Main

Address 2 |

City | Denver | **State** CO | **Zip** 80246 | **County** Denver

Phone | 303 | 656 | 6565 | ext. | ◦ **Email** t@m.com

Fax | | | | ext.

Company | Fun Institution | **Location Name** |

Training Information

Course CACFP New Center/New Staff Training

Location CDPHE 4300 Cherry Creek Drive South, Denver, CO 80246, Building A, EOC Room

Time 8:30 a.m. - 4:30 p.m.   **Class Dates** 12/10/2008

Course Description This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.

Class Terms Accept ☐ ◦   Although all information above is not required, please complete all information in order to create your Certificates of Completion. Please click on the box to the left if you plan to attend the class. Please arrive 15 minutes early to register and be seated prior to class start time. Lunch is not provided.

Additional Confirmation Emails (Optional)

Additional Emails | |

[Register]

⬆ Top of page

Click the "Register" button when the form is complete.

STEP 6

Once the "Training Registration Details" screen is complete, click the "Register" button at the bottom of the form. Clicking this button will register the person for training. The "Registration Results and Confirmation Number" screen will appear on the following page. **Print this page for your records.** You will need to use the confirmation number to access registration information if needed.

🔆 The "Registration Results and Confirmation Number" screen provides an option to register another person for training. At the bottom of the screen, click the "Add Attendee" button to register another person. The "Training Registration Details" screen will appear, on which you will enter information for the additional person.

Springs Training". You would register for the training course, then register for the specific day you would attend training.

Welcome to Training Course Selection

Course Name	Sponsor Type	Description	Classes
New Center Staff Training - Denver, CO		This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.	0
New Center Staff Training - Colorado Springs, CO		This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.	1
New Center Staff Training - Durango, CO		This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.	0
New Center Staff Training - La Junta, CO		This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.	0
New Center Staff Training - Grand Junction, CO		This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.	0

Click the name of the course to register for the course.

STEP 4

The "Welcome to Class Selection" screen will appear upon selecting the name of the course, which is pictured below. This screen describes the course you have selected and lists the classes offered for this course. In this example, there is only one class offered for the Colorado Springs training course. To register for the class, click the date representing the class you want to attend.

Welcome to Class Selection

Course Name: New Center Staff Training - Colorado Springs, CO
Course Description: This course is designed for both new center participants and new staff of participating centers. The objective is to overview the requirements of participations in the Child and Adult Care Food Program. Meal patterns and menus, creditable foods, production records, record keeping, claiming, etc.

Session Dates	Seats Available	Location	Time
3/15/2007	7	colorado springs	8

Click the date representing the class you are registering for.

STEP 5

The "Training Registration Details" screen will appear once you select the class you are registering for, which is pictured below. On this screen, you will enter the information about yourself or the person registering for the class.

Complete the "Training Registration Details" form. Ensure all fields marked by a red dot are complete, including the "Accept Class Terms" checkbox. These fields are required to successfully register for the class.

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# SECTION ONE: Register for CACFP Training

All CACFP trainings and other events will be posted in the CACFP Web-based System Training Registration component. Any person with CACFP Web-based System authorized access can register for these events or register others for these events without contacting the CDPHE-CACFP office.

STEP 1

From the System Home Page, click the 'Child/Adult Care' tab in the middle blue menu bar. Additional menu items will appear in the lower blue menu bar.

STEP 2

Place your cursor over the "Training" tab in the lower blue menu bar. A list of selections will appear, as pictured below. Click on "Enroll" to register for CACFP training.

Click "Enroll" to begin the registration process.
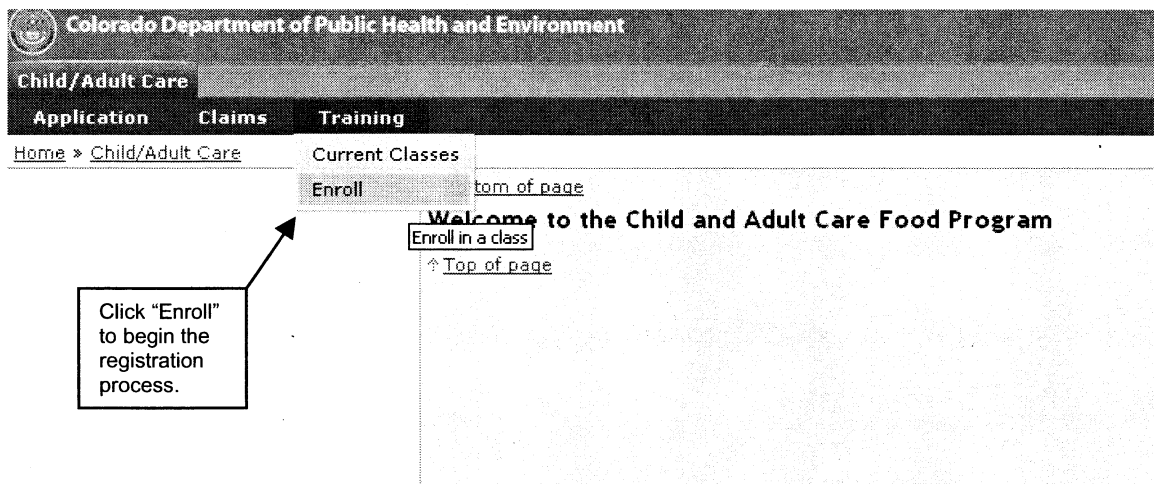
By logging into the CACFP Web-based System, you can register yourself for CACFP training as well as register others, although they may or may not have their own username and password.

STEP 3

Once you select "Enroll", the "Welcome to Training Course Selection" screen will appear, pictured below. On this screen, click on the name of the course you would like to register for in the "Course Name" column.

The courses and classes in the online training registration component of the CACFP Web-based System are organized like college courses and classes. The registration process will involve the selection of a course, then a selection of a class for that particular course. An example of a course is "CACFP New Center/Staff Training". An example of a class would be "April 2007 Colorado

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